

The Action Project Commitment Form

Institution	<i>Southern Arkansas University Tech</i>
Planned Project kickoff date	<i>May 1, 2016</i>
Target Project completion date	<i>September 1, 2019</i>
Actual Project completion date	
<p>A. Give this Action Project a short title in 10 words or fewer. <i>Use a descriptive name containing nouns and verbs that will enable people searching for Action Projects that interest them in yours.</i></p>	
<p>Co-Curricular Assessment of Student Learning</p>	
<p>B. Describe this Action Project's goal in 100 words or fewer. <i>You don't need to explain how you are going to accomplish the Project's goals, but the clearer and more explicit the purposes are to you, the more likely you are to mount a successful Action Project.</i></p>	
<p>The goal of this action project...</p> <ol style="list-style-type: none"> 1. Create and implement a systematic process to measure student learning outcomes outside the classroom through co-curricular assessment. 	
<p>C. Identify the single AQIP Category that this Action Project will most affect or impact. <i>Identifying the primary AQIP Category will allow colleagues from other institutions who are searching for Action Projects that interest them to find yours. Making clear which of the nine AQIP Categories is most related to the goals of your Action Project will help you and others with similar interests to communicate.</i></p>	
<p>Category 1 – Helping Students Learn Category 2 – Meeting Student and Other Key Stakeholder Needs</p>	
<p>D. Describe briefly your institution's reasons for taking on this Action Project now. <i>Explain why this Action Project is vital for your institution at this time—why the Project and its goals are high among your current priorities.</i></p>	
<ol style="list-style-type: none"> 1. The 2015 Systems Appraisal Feedback Report indicated the college showed no evidence that designing, aligning, and delivering co-curricular activities to support learning had moved to a level of alignment with program offerings 2. Assessing co-curricular programs is a component of Criteria for Accreditation Core Component 4B and is among the college's priorities to address more effectively 	
<p>E. List the organizational areas—institution departments, programs, divisions, or unit—most affected by or involved in this Action Project. <i>List the academic units, departments, or organizational areas that will be directly or indirectly affected by the Action Project, or whose needs may influence the way the Action Project is conceived.</i></p>	
<ol style="list-style-type: none"> 1. Student Activities and Academic Departments with co-curricular assignments 2. All stakeholders involved in co-curricular endeavors, which include students, faculty, staff, and administrators will be affected by the action project 3. Assessment Committee 	
<p>F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve. <i>Some key processes (that exist in many institutions) have commonly used names (hiring, personnel evaluation, course preparation, program design, budgeting, planning, etc.) while others (that exist only in some institutions) may require unique designations and descriptions.</i></p>	

<p>1. Using a pilot group of co-curricular activities, establish a systematic process for assessing the co-curriculum through development of a process that will ensure written documentation of 1) mission/goals, 2) intended outcomes/objectives, 3) means of assessment/criteria for success, 4) summary of data, and 5) use of results/closing the loop in a reporting template.</p>
<p>G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion). <i>If you plan for this Action Project to last longer than one year, identify specific goals that you hope to reach at one or more interim phases while you work on the Action Project. These short-term "mileposts" should be objective measures or indicators that "stretch" your capacities and thereby increase your institution's skills to tackle and address challenges. Establishing mileposts or goals that mark progress toward your ultimate goal is equally useful for Action Projects of shorter duration as well, but not required.</i></p>
<p>1. The length of the action project will provide the team ample time to work with the Assessment Committee to develop a co-curricular assessment process. In year one, focus on developing mission/goals, outcomes/objectives, and means of assessment/criteria for success; year two, focus on collecting and analyzing data and using results to close the loop and suggests changes for improvements; and year three implement changes for improvements and evaluate their effectiveness.</p>
<p>H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing. <i>Your Action Projects are important and deserve a central place in your institution's attention. Explain how you plan to keep everyone informed of the progress you are making on the Project.</i></p>
<p>The Quality Council will be the monitoring body for this Action Project Team. The team chair will make periodic reports to the Quality Council through the AQIP liaison on the AP team.</p>
<p>I. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals. <i>Process measures tell you whether you are making progress toward accomplishing this Action Project's goals and serve as "leading indicators" or predictors of a successful Action Project. Outcomes measures tell you whether the Action Project has actually accomplished the goals or purposes that lead you to undertake it, measuring, when the Project is completed, whether it was successful.</i></p>
<p>1. Year one all pilot groups will have developed mission/goals, outcomes/objectives, and means of assessment/criteria for success. 2. Year two all pilot groups will have collected assessment data and development developed changes for improvement. 3. Year three all pilot groups will have implemented changes for improvement and will have evaluated those changes to determine their effectiveness.</p>
<p>J. Other information (e.g., publicity, sponsor or champion, external partners, etc.) <i>Explain how you will keep your organization focused on this Action Project, or other interesting details.</i></p>
<p>K. Project Leader and contact person (First Name, Middle Initial, Last Name, Title, Email, Telephone). <i>Supply the name and contact information for the "project manager" or leader of the "project team" above, an employee of your institution who will be directly responsible for the work of doing this Action Project. Each of your Action Projects should have a different contact person. If the person with this responsibility changes, you should update the Action Project information on AQIP's Action Project Directory.</i></p>

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